

SUPPLEMENTAL QUALIFICATIONS STATEMENT (SQS)

For use of this form, see Fort Knox Reg 690-5

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 44, U.S. Code, Section 3101; Title 10, U.S. Code, Section 3012; and E.O. 9397.

PRINCIPAL PURPOSE(S): To provide systematic and equitable procedures and methods for consideration, evaluation, ranking and referral for promotions, and related competitive placement actions.

ROUTINE USES: a. Make application for in-service placement.

b. Rate and rank qualifications (experience, training, performance, awards, etc.).

c. Qualifications summary for use in selection process.

DISCLOSURE: Mandatory. Failure to provide information will preclude consideration under the merit promotion and related placement plan.

VACANCY:

ANNOUNCEMENT NUMBER:

LOCATION:

APPLICANT'S NAME:

SSN:

ORGANIZATION:

OFFICE PHONE NO:

PART I: Please review the Qualification Requirements for minimum eligibility in the announcement before responding to the following (circle the response that is true of you and complete any additional information required):

A. EDUCATION AND/OR EXPERIENCE:

I have 1 year of specialized experience as described in the announcement as follows:

From (Yr/Mo)

To (Yr/Mo)

B. OTHER (circle and/or fill in the required information):

(1) As described in the announcement, I satisfy the time-in-grade requirements based on previous Federal service in:

Pay Plan-Grade

From (Yr/Mo)

To (Yr/Mo)

(2) The highest permanent grade that I have ever held in the competitive service is:

C. ADDITIONAL REQUIREMENTS (a "NO" answer to any of the following questions means you are NOT qualified for this position):

<input type="checkbox"/>	Yes
<input type="checkbox"/>	Yes
<input type="checkbox"/>	Yes
<input type="checkbox"/>	Yes

Yes

Yes

Yes

Yes

<input type="checkbox"/>	No
<input type="checkbox"/>	No
<input type="checkbox"/>	No
<input type="checkbox"/>	No

No

No

No

No

PART II: For each Task in the following group, circle the level description from the list below that best describes your experience, education, and/or training.

DESCRIPTIONS OF EXPERIENCE, EDUCATION, AND/OR TRAINING LEVELS:

1 - I have not had experience, education, and/or training in performing this task.

2 - I have had education or training in performing this task, but have not yet performed it on the job.

3 - I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with prior procedures.

4 - I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

5 - I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

(Please circle the number of the most accurate level as it applies to your Experience, Education, and/or Training to perform each task.)

LEVELS: TASKS:

1	2	3	4	5	1.
1	2	3	4	5	2.
1	2	3	4	5	3.
1	2	3	4	5	4.
1	2	3	4	5	5.
1	2	3	4	5	6.
1	2	3	4	5	7.
1	2	3	4	5	8.
1	2	3	4	5	9.
1	2	3	4	5	10.
1	2	3	4	5	11.
1	2	3	4	5	12.
1	2	3	4	5	13.
1	2	3	4	5	14.
1	2	3	4	5	15.
1	2	3	4	5	16.
1	2	3	4	5	17.
1	2	3	4	5	18.
1	2	3	4	5	19.
1	2	3	4	5	20.

COLUMN SCORE

(Total the numbers circled in each column. For example, if two "1s" have been circled, the total for column 1 would be 2; if two "2s" have been circled, the total for column 2 would be 4; if three "3s" have been circled, the total for column 3 would be 9; etc.)

TOTAL SCORE = _____ (Add all column scores together to get the total score.)

AVERAGE SCORE = Total Score _____ divided by number of Tasks _____ = **AVERAGE SCORE** _____

(If the Average Score is less than 2.50, you cannot be referred for this vacancy.)

The responses you provide to the SQS are subject to verification against information in your Official Personnel Folder (OPF), or other application forms, as appropriate. Such verification may occur after a referral list is issued, but before a supervisor's selection is confirmed. Responses that are not substantiated will not be given credit. Any exaggeration of your experience or any attempts to conceal information may result in your removal from a Federal job and/or in being barred from seeking Federal employment in the future.

APPLICANT'S SIGNATURE:

DATE: